

OVERVIEW OF BUDGET

DEPARTMENT: FLEET MANAGEMENT
DIRECTOR: ROGER WEAVER

2003-04

	Operating Expense	Revenue	Revenue Over/(Under)	Staffing
Garage	7,343,777	8,191,300	847,523	94.0
Motor Pool	8,415,009	11,265,463	2,850,454	4.0
Total	15,758,786	19,456,763	3,697,977	98.0

BUDGET UNIT: GARAGE (ICB VHS)

I. GENERAL PROGRAM STATEMENT

Fleet Management's Garage Division provides fuel, maintenance, repair, fabrication and field services for the county's fleet of vehicles and heavy equipment. This includes the warehousing of automotive parts and related road materials to support the fleet operations. Activities and programs of the Garage Division are financed and accounted for as an internal service fund by which all operational costs are distributed to user departments through service rates.

The Garage budget unit is an Internal Services Fund (ISF). As an ISF, any unrestricted net assets available at the end of a fiscal year is carried over to the next fiscal year and are used as working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rates structure.

II. BUDGET AND WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Operating Expense	12,965,388	12,996,138	13,307,587	7,343,777
Total Revenue	12,901,671	13,260,000	13,314,463	8,191,300
Revenue Over/(Under) Expense	(63,717)	263,862	6,876	847,523
Budgeted Staffing		103.3		94.0
Fixed Assets	235	324,300	388	170,000
Unrestricted Net Assets Available at Yr End	82,089		89,000	

Workload Indicators

Number of Work Orders	19,960	20,700	17,000	17,000
Number of Billable Shop Hours	98,426	99,200	66,000	71,000
Warehouse Sales	1,305,748	1,464,000	995,000	1,000,000
Parts Sales	3,157,350	3,038,000	2,717,000	3,000,000
Fuel Gallons Dispensed	2,668,354	2,888,000	2,900,000	2,900,000

Workload in 2002-03 is estimated less than budget. However, estimated operating expense is greater than budget due to increased fuel costs. Revenue is greater than budget due to the implementation of the revised Garage rates charged to the Motor Pool. These rates were approved by the Board on July 2, 2002.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

The Fleet Management Motor Pool division (IBA VHS) will transfer 3.0 budgeted positions (1.0 Fiscal Clerk III and 2.0 Motor Pool Assistants) to the Fleet Management Garage (ICB VHS). This change is incorporated to better align job function by fund. The increase in salaries and benefits will be offset by eliminating 12.3 vacant positions.

FLEET MANAGEMENT

PROGRAM CHANGES

None.

OTHER CHANGES

Reimbursements are increased and revenues are decreased to reflect the GASB 34 accounting change required to properly record Motor Pool reimbursements to the Garage for vehicle maintenance.

IV. VACANT POSITION IMPACT

None.

IV. OTHER POLICY ITEMS

None.

V. FEE CHANGES

None.

GROUP: Internal Services
DEPARTMENT: Fleet Management
FUND: Internal Services ICB VHS

FUNCTION: General
ACTIVITY: Central Garage

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Salaries and Benefits	5,170,023	5,407,656	522,019	-	5,929,675
Services and Supplies	7,828,546	7,237,074	33,280	-	7,270,354
Central Computer	42,018	42,018	(7,182)	-	34,836
Transfers	17,000	59,390	(1,247)	-	58,143
Total Exp Authority	13,057,587	12,746,138	546,870	-	13,293,008
Reimbursements	-	-	-	-	-
Total Appropriation	13,057,587	12,746,138	546,870	-	13,293,008
Depreciation	250,000	250,000	-	-	250,000
Total Operating Exp	13,307,587	12,996,138	546,870	-	13,543,008
<u>Revenue</u>					
Use of Money & Prop	15,000	40,000	-	-	40,000
Current Services	13,300,000	13,220,000	-	-	13,220,000
Other Revenue	(537)	-	-	-	-
Total Revenue	13,314,463	13,260,000	-	-	13,260,000
Rev Over/(Under) Exp	6,876	263,862	(546,870)	-	(283,008)
Budgeted Staffing		103.3	-	-	103.3
<u>Fixed Asset Exp.</u>					
Equipment	-	316,300	-	-	316,300
Structures & Improv	388	-	-	-	-
Vehicles	-	8,000	-	-	8,000
Total Fixed Assets	388	324,300	-	-	324,300

GROUP: Internal Services
DEPARTMENT: Fleet Management
FUND: Internal Services ICB VHS

FUNCTION: General
ACTIVITY: Central Garage

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F	H	G+H	J	I+J
	Board	Recommended	G		I		K
	Approved	Program	2003-04	Vacant	2003-04	Recommended	2003-04
	Base	Funded	Department	Position	Proposed	Vacant	Recommended
	Budget	Adjustments	Request	Impact	Budget	Restoration	Budget
					(Adjusted)		
Appropriation							
Salaries and Benefits	5,929,675	(68,633)	5,861,042	-	5,861,042	-	5,861,042
Services and Supplies	7,270,354	(1,263,068)	6,007,286	-	6,007,286	-	6,007,286
Central Computer	34,836	-	34,836	-	34,836	-	34,836
Transfers	58,143	273,067	331,210	-	331,210	-	331,210
Total Exp Authority	13,293,008	(1,058,634)	12,234,374	-	12,234,374	-	12,234,374
Reimbursements	-	(5,140,597)	(5,140,597)	-	(5,140,597)	-	(5,140,597)
Total Appropriation	13,293,008	(6,199,231)	7,093,777	-	7,093,777	-	7,093,777
Depreciation	250,000	-	250,000	-	250,000	-	250,000
Total Operating Exp	13,543,008	(6,199,231)	7,343,777	-	7,343,777	-	7,343,777
Revenue							
Use of Money & Prop	40,000	(20,000)	20,000	-	20,000	-	20,000
Current Services	13,220,000	(5,048,700)	8,171,300	-	8,171,300	-	8,171,300
Other Revenue	-	-	-	-	-	-	-
Total Revenue	13,260,000	(5,068,700)	8,191,300	-	8,191,300	-	8,191,300
Revenue Over/(Under) Exp	283,008	1,130,531	847,523	-	847,523	-	847,523
Budgeted Staffing	103.3	(9.3)	94.0	-	94.0	-	94.0
Fixed Asset Exp							
Equipment	316,300	(166,300)	150,000	-	150,000	-	150,000
Structures & Improv	-	20,000	20,000	-	20,000	-	20,000
Vehicles	8,000	(8,000)	-	-	-	-	-
Total Fixed Asset Exp	324,300	(154,300)	170,000	-	170,000	-	170,000

FLEET MANAGEMENT

Base Year Adjustments

Salaries and Benefits	165,757	MOU.
	307,051	Retirement.
	49,211	Risk Management Workers' Comp.
	<u>522,019</u>	
Services and Supplies	<u>33,280</u>	Risk Management liabilities.
Central Computer	<u>(7,182)</u>	
Transfers	<u>(1,247)</u>	Incremental change in EHAP.
Total Operating Expense	<u>546,870</u>	
Total Revenue	<u>-</u>	
Revenue Over(Under) Exp	<u>(546,870)</u>	

Recommended Program Funded Adjustments

Salaries and Benefits	132,161	Transfer in 3.0 positions from Motor Pool - 1.0 Fiscal Clerk III and 2.0 Motor Pool Assistant.
	(492,191)	Step increases offset by the elimination of 12.3 positions - 0.8 Clerk II, 1.0 Custodian I, 1.0 Equipment Parts Specialist I, 3.0 Equipment Services Specialist, 1.0 Fiscal Clerk II, 1.0 Garage Service Writer, 2.0 Motor Fleet Mechanic, 1.0 Motor Pool Assistant, 1.0 Operations Manager, 0.5 Public Service Employee.
	<u>291,397</u>	GASB 34 accounting change (departmental overhead).
	<u>(68,633)</u>	
Services and Supplies	(19,156)	GASB 34 accounting change (EHAP).
	(1,243,912)	The purchase of replacement vehicles in 2002-03 and 2003-04 will result in decreased costs for the purchase of parts.
	<u>(1,263,068)</u>	
Transfers	19,156	GASB 34 accounting change (EHAP).
	<u>253,911</u>	Barstow lease.
	<u>273,067</u>	
Total Exp Authority	<u>(1,058,634)</u>	
Reimbursements	(291,397)	GASB 34 accounting change (departmental overhead).
	(4,849,200)	GASB 34 accounting change (Motor Pool reimbursements to the Garage for vehicle maintenance).
	<u>(5,140,597)</u>	
Total Operating Expense	<u>(6,199,231)</u>	
Revenue	(5,068,700)	GASB 34 accounting change (Motor Pool reimbursements to the Garage for vehicle maintenance).
	<u>1,130,531</u>	
Rev Over/(Under) Exp	<u>1,130,531</u>	
Total Fixed Assets	<u>(154,300)</u>	The department expects to purchase less equipment than budgeted in 2002-03.